



**COUNTY OF SANTA CLARA
INVITES APPLICATIONS FOR THE POSITION OF:**

Deputy Sheriff (Lateral)

An Equal Opportunity Employer

SALARY

\$31.71 - \$38.55 Hourly \$2,536.88 - \$3,083.92 Biweekly \$5,496.57 - \$6,681.83 Monthly
\$65,958.88 - \$80,181.92 Annually
\$5,963.78 - \$7,249.78 *Effective Monthly

*Effective Wage includes: Base Wage, the County-paid portion of the Public Employees' Retirement System (PERS) required employee contribution, as well as any applicable negotiated amount(s).

ISSUE DATE: 01/09/07

FINAL FILING DATE: Continuous. If the Final Filing Date states "Continuous", the application filing period may close any time after ten business days from the issue date of this job announcement if sufficient qualified applications have been received. Postmarks are not acceptable, therefore it is important to submit your application as soon as possible.

THE POSITION

Must possess 60 semester (90 quarter) college units AND have an active Peace Officers Standards and Training (POST) certificate to be accepted. Reject letters will be sent to applicants that do not possess the POST certificate stating "Does Not Have Special Certificate/License".

Under supervision, to perform active law enforcement duties in the protection of life and property, the investigation of crimes and apprehension of law violators, provide security to the county courts, the service of civil process issued by court, and to perform a variety of technical law enforcement tasks.

SELECTION

The selection process will include one or more of the following parts: application appraisal/review, written examination, physical agility, performance examination, polygraph, background investigation, medical examination, oral interview.

PROCESS:

TYPICAL TASKS

- Patrols county areas and contract cities in a radio equipped patrol car to preserve law and order and to prevent and discover the commission of crime;
- Responds to a variety of calls, including felony and misdemeanor complaints and vehicular accidents;
- Conducts initial criminal investigation by interviewing witnesses, protecting the crime scene

and gathering and preserving physical evidence;

- Appears in court to testify;
- Prepares reports on facts obtained, makes on-view and warrant arrests and transports prisoners to jail;
- Serves as a detective or as a member of a detective division team;
- Serves legal processes such as summons, garnishments, writs of execution and attachments;
- Signs affidavit that service has been made or notifies attorney that service cannot be made;
- Prepares notice of sale, conducts sales and prepares transfer of title documents;
- Attends sessions of the court to which assigned representing the Sheriff and supervising the security of the court;
- Keeps order in the courtroom and serves any processes or makes any arrests necessary;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS Graduation from high school or possession of a General Education Development (G.E.D.) Certificate AND the completion of 60 college semester units (90 quarter units) at the time of appointment.

When the G.E.D. is used, a minimum overall score of not less than 45 and a standard score of not less than 35 on any section of the test shall be attained.

Special Requirements

1. Applicants who have passed their 20th birthday may submit an application but cannot be appointed until they have reached their 21st birthday.
2. Possession of a valid California Driver's License prior to appointment and an acceptable driving record, which will qualify for a County driving permit.
3. Have never been convicted of a felony. Any felony conviction and/or a conviction outside of California that would be considered a felony in this state is disqualifying.
4. Must be able to take and pass a thorough medical examination. May be disqualified on the basis of established medical standards (current P.O.S.T. or Departmental orders).
5. Must successfully pass a psychological evaluation.
6. Must successfully demonstrate and maintain physical fitness in order to perform the full scope and functions of the job.
7. Must pass a complete background investigation including fingerprints and a search of local, state, and national files for criminal history.
8. Must be a citizen of the United States or a permanent resident who is eligible for and has applied for citizenship.

Knowledge of:

- State and local laws and ordinances;
- Modern police practices and procedures;
- Investigation and interrogation techniques and the identification and preservation of evidence;
- Modern sociological concepts and communication skills in dealing with a diverse and ethnic population;
- Self defense tactics;
- First aid and cardiopulmonary resuscitation (C.P.R.);
- Geography of local area.

Ability to:

- Acquire, retain and apply police knowledge, procedures and department policies;
- Express oneself clearly and concisely in writing and orally and be able to prepare accurate and grammatically correct written reports;
- Develop and maintain effective working relationships with private citizens, fellow officers and supervisors;
- Communicate and effectively interact with a diverse community;
- Make decisions and act calmly during emergencies;
- Exercise sound judgment, especially under stress conditions;
- Project authority;
- De-escalate hostile and aggressive behaviors;
- Observe accurately;
- Perform a wide variety of physical tasks requiring strength, coordination, endurance and agility;
- Use and care of specialized equipment, including firearms, radar equipment, and hand held radios.

THE EXAMINATION PROCESS: The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.sccjobs.org/>

OR

70 W. Hedding Street, 8th Floor, East Wing
San Jose, CA 95110

EXAM #07-U64-A
DEPUTY SHERIFF (LATERAL)
JL